



Disability Evaluation Analyst
09A699-5365-7PB19

Department(s):	Department of Social Services
Opening Date:	9/27/2009 7:15:00 AM
Closing Date:	Continuous
Cut-off Date:	12/6/2010
Type of examination:	Departmental Open
Salary:	MONTHLY-RANGED-SALARY - \$2,817.00 to \$4,446.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	State-wide

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

This is an OPEN DEPARTMENTAL STATEWIDE examination for the California Department of Social Services. Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply. Once you have taken the examination, you may not reapply for twelve (12) months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

FILING INSTRUCTIONS

Final File Date: Continuous (as written test dates are released)

Where to Apply:

Click on the link at the bottom of this bulletin.

SALARY INFORMATION

Range A - \$2817 - \$3426 per month

Range B - \$3050 - \$3708 per month

Range C - \$3658 - \$4446 per month

Range A: This range shall apply to incumbents who do not meet the criteria for payment in Range B or C.

Range B: This range shall apply to persons who satisfactorily completed: (1) the equivalent of six months as a Disability Evaluation Analyst, Range A; (2) the equivalent of six months of satisfactory experience outside State service above the trainee level performing technical medical evaluation of the physical or mental functioning of adults or children similar to the duties of a Disability Evaluation Analyst.

Range C: This range shall apply to persons who either: (1) have graduated from a recognized four-year accredited college or university; or who have satisfactorily completed (2) the equivalent of 12 months as a Disability Evaluation Analyst, Range B; or (3) the equivalent of 18 months of satisfactory experience outside State service above the trainee level performing technical evaluation of the physical or mental functioning of adults or children similar to the duties of a Disability Evaluation Analyst.

ELIGIBLE LIST INFORMATION

The resulting eligible list will be established to fill vacancies for the Department of Social Services. The names of successful competitors will be merged onto the list in order of final scores, regardless of test date. Eligibility expires **12 months** after it is established. Competitors must then retest to reestablish eligibility.

MINIMUM QUALIFICATIONS

DISABILITY EVALUATION ANALYST

EITHER I

Six months of experience in the California state service performing the duties of a Disability Evaluation Technician, Range B.

OR II

One year of experience in the California state service performing the duties of a Program Technician II. These duties must entail the dissemination of knowledge of the regulations and policies governing the Disability Evaluation Program.

OR III

Education: Equivalent to graduation from college. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they will be eligible for appointment.)

POSITION DESCRIPTION

Positions in this class are involved in obtaining and analyzing medical, personal and vocational information in the adjudication of claims for disability benefits under Title II (Disability Insurance), Title XVI (Supplemental Security Income), and Title XIX (Medically Needy Medi-Cal) of the Social Security Act. Incumbents in this series are also responsible for Residual Functional Capacity preparation and for analyzing vocational factors requiring complete knowledge of jobs and the transferability of vocational skills from one job to another; performing quasi-judicial reappraisals for final determination of claims for reconsideration or continuing disability; training other professional staff; performing division support and program service functions; analyzing and resolving program support need; investigating problem areas; gathering, compiling, and displaying data; designing and conducting studies and

analyzing the findings; and recommending new procedures and approaches. This is the entry, training, and first working level in this series. Incumbents adjudicate initial level claims of for disability benefits.

EXAMINATION INFORMATION

This examination will consist of a written test weighted 100%. The written test is based on the scope, listed below. In order to obtain a position on the eligible list a minimum rating of 70% must be attained. **COMPETITORS WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.**

SCOPE OF EXAMINATION

- A. Analytical Ability
- B. Reading Comprehension
- C. Writing Skills

KNOWLEDGE AND ABILITIES

DISABILITY EVALUATION ANALYST

Knowledge of: Aptitude for learning and understanding a broad range of technical data and applying it to individual cases.

Ability to: Determine what information is needed, gather the information from a variety of sources, evaluate it, and come to an objective decision; analyze data; communicate ideas and information effectively; gain and maintain the confidence and cooperation of those contacted during the course of the work; make special studies and reports; establish and maintain priorities.

VETERANS PREFERENCE

Veterans' Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference Points.

DISTINGUISHING CHARACTERISTICS

SPECIAL PERSONAL REQUIREMENTS

ALL LEVELS:

Demonstrated ability to act independently, open-mindedness, flexibility, and tact; willingness to make field visits away from established headquarters.

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the testing department three weeks after the Final Filing Date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at www.jobs.ca.gov, State Personnel Board offices, and local offices of the Employment Development Department.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification [<link to class spec>](#).

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in open entrance and open, non-promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for, and have requested by mail, these points. **In open (only)** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans (5 points for

widows, widowers, and spouses if the veteran was in the National Guard); and 15 points for disabled veterans. **In open, non-promotional** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (Std. Form 1093), which is available at www.spb.ca.gov or from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, and the Department of Veterans Affairs.

TAKING THE EXAM

When you click the link below, you will be directed to the Training and Experience Evaluation. At the end of the Training and Experience Evaluation, it will be instantly scored.

[Click here to go to the Training and Experience Evaluation.](#)